



DEPARTMENT OF THE ARMY  
HEADQUARTER, 19TH THEATER SUPPORT COMMAND  
UNIT #15015  
APO AP 96218-5015

REPLY TO  
ATTENTION OF:

EANC-GO

4 November 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 19th Theater Support Command Policy Letter #48 - Sergeants' Time Training

1. References.

a. Memorandum, EAGC-TD, subject: Eighth United States Army Command Policy Letter #13 - Sergeants' Time Training, 7 May 2001.

b. Memorandum, EAGC-TD, subject: Sergeants' Time Training Standing Operating Procedures, 21 March 2001.

c. 19<sup>th</sup> Theater Support Command Sergeants' Time Training Book, undated.

d. FM 7-0, Training the Force, 22 October 2002.

e. FM 7-1, Battle Focused Training, 15 September 2003.

2. Sergeants Time Training (STT) is a vital training event and provides the best opportunity to build combat-ready junior leaders and teams. STT is dedicated training time for noncommissioned officers (NCOs) to train soldiers and develop junior enlisted leaders. All leaders throughout 19<sup>th</sup> TSC are expected to understand and support the concepts and principles established in references 1.a. through below. The STT standing operating procedures (SOP) established by Eighth United States Army (reference 1b) provides sufficient detailed guidance on responsibilities and procedures to allow its direct application across this command. The 19<sup>th</sup> TSC STT Book (reference 1c) provides primary and alternate trainers an excellent resource in focusing and managing STT. This book shall be on-site during every STT event.

3. The principles of STT are as follows:

a. NCO leaders will conduct hands-on, performance-oriented training with their squads, sections, or platoons on individual tasks leading up to collective tasks that will ensure their companies and battalions success in combat.

b. STT will be based on an analysis of the unit's battle-focused, mission-essential task list (METL) and the collective-to-individual task linkage (integration) described in FM 7-0 and FM 7-1. Using this guidance, NCOs will conduct a training assessment and prescribe what individual, common task test (CTT), or crew and squad collective training they need to conduct during STT. Unit commanders will make STT part of the training-meeting agenda and approve

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the training according to the timelines in FM 7-1. Command Sergeants Major will monitor and provide detailed guidance for STT, provide technical expertise, check training to ensure that standards are established and maintained, and advise commanders and first sergeants on their program.

c. NCO leaders will recommend, plan, and organize the training, subject to the commander's approval, since the commander ultimately responsible for the training's effectiveness. Training will be planned six weeks in advance and will support the commander's overall training strategy and assessment. Commanders will designate responsibilities for STT on training schedules at least three weeks in advance. Commanders and first sergeants will ensure that no junior leader is ever placed in front of soldiers to conduct training without proper planning guidance, adequate preparation time, and time to rehearse.

d. STT will be executed in five continuous hours from 0730 through 1230 every Thursday or Wednesday, by exception. Maximum participation of STT will be enforced; therefore, routine appointments will not be authorized during STT. Commanders' Time may follow STT to allow for other required training such as Prevention of Sexual Harassment (PSOH), Equal Opportunity (EO), Safety, and MOS related training, necessary maintenance, inventories, and inspections. All soldiers will be dismissed not later than 1600 on Thursday to allow them to participate in Soldiers' time.

4. Uniform. As a minimum, the uniform for STT is the BDU, Load Bearing Vest (LBV), Kevlar helmet, and protective mask. Additionally, personal safety equipment will be added as determined by the approved risk assessment.

5. Assessment: STT will be the subject of weekly training assessments conducted by the ACofS G3. The intent of these assessments is to gauge the effectiveness of the training, share successful training ideas, and correct specific and systemic training weaknesses. Unit leaders will be briefed prior to and at the conclusion of these assessments. Effective immediately, STT is an area of special emphasis during command inspections.

6. MOS Training: On the Job Training (OJT) is a critical element of all MOS training. Leaders will ensure that MOS related training is a structured element of day-to-day operations. MOS specific training will not be conducted during STT but may, as approved by the unit commander, be scheduled during Commanders time following STT if time available during normal day-to-day operations and the related OJT is not sufficient to develop or maintain proficiency. When Low Density Training is scheduled the Senior NCO in that specific low density MOS in the unit will conduct training for other soldiers in that MOS even if the NCO does not directly supervise the soldiers.


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If necessary, MOS specific training may be scheduled any day of the week, except during STT, if time available during Commanders time is insufficient. Frequency of MOS related training should be determined by the company level commander with advice from the senior NCO in the respective career fields.

7. Point of contact for this memorandum is the 19<sup>th</sup> TSC CSM at 768-7581.

TEAM 19!



JEANETTE K. EDMUNDS  
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Commanding

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